



NOTICE OF SOLICITATION

SERIAL 03129-RFP

REQUEST FOR PROPOSAL FOR: LIBRARY SERVICES FOR NON-PRINT (MEDIA) MATERIALS

Notice is hereby given sealed proposals will be received by the Materials Management Department, Materials Management Center, 320 West Lincoln Street, Phoenix, Arizona 85003-2494, until **2:00 P.M./M.S.T. on OCTOBER 24, 2003** for the furnishing of the following for Maricopa County Proposals will be opened by the Materials Management Director (or designated representative) at an open, public meeting at the above time and place.

All Proposals must be signed, sealed and addressed to the Materials Management Department, Materials Management Center, 320 West Lincoln Street, Phoenix, Arizona 85003-2494, and marked **"SERIAL 03129-RFP REQUEST FOR PROPOSAL FOR LIBRARY SERVICES FOR NON-PRINT (MEDIA) MATERIALS"**

The Maricopa County Procurement Code ("The Code") governs this procurement and is incorporated by this reference. Any protest concerning this request for Proposals must be filed with the Procurement Consultant in accordance with Section MC1-905 of the Code.

ALL ADMINISTRATIVE INFORMATION CONCERNING THIS REQUEST FOR PROPOSAL AND THE CONTRACTUAL TERMS AND CONDITIONS CAN BE LOCATED AT <http://www.maricopa.gov/materials>. ANY ADDENDUM'S TO THIS SOLICITATION WILL BE POSTED ON THE MARICOPA COUNTY MATERIALS MANAGEMENT WEB SITE UNDER THE SOLICITATION SERIAL NUMBER.

PROPOSAL ENVELOPES WITH INSUFFICIENT POSTAGE WILL NOT
BE ACCEPTED BY THE MARICOPA COUNTY MATERIALS
MANAGEMENT CENTER

INQUIRIES:

STEVE DAHLE
LEAD PROCUREMENT CONSULTANT
TELEPHONE: (602) 506-3450

THERE WILL BE A PRE-PROPOSAL CONFERENCE ON SEPTEMBER 30, 2003 AT 9:00AM AT THE MARICOPA COUNTY MATERIALS MANAGEMENT DEPARTMENT, 320 W. LINCOLN ST., PHOENIX, AZ 85003

NOTE: MARICOPA COUNTY PUBLISHES ITS SOLICITATIONS ONLINE AND THEY ARE AVAILABLE FOR VIEWING AND/OR DOWNLOADING AT THE FOLLOWING INTERNET ADDRESS:

<http://www.maricopa.gov/materials/advbd/advbd.asp>

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NO RESPONSE

Proposers not responding to this proposal are asked to complete this document and return it to Maricopa County Materials Management Department, 320 W. Lincoln St., Phoenix, AZ 85003-2494.

MARK OUTSIDE ENVELOPE "SERIAL 03129-RFP"

Responses must be received **BY 2:00 P.M., OCTOBER 24, 2003**. Proposers failing to submit a proposal, or this document, may be subject to removal from the Maricopa County Materials Management Contractor List.

SERIAL 03129-RFP TITLE: LIBRARY SERVICES FOR NON-PRINT (MEDIA) MATERIALS

CONTRACTOR NAME: _____

ADDRESS: _____

PHONE: _____ CONTACT: _____

REASON FOR NO PROPOSAL:

- _____ Insufficient time
- _____ Do not handle product/service
- _____ Other: _____

IMPORTANT

PLEASE READ BEFORE SUBMITTING YOUR PROPOSAL

M/WSBE CONTRACT PARTICIPATION

For this Contract a combined M/WSBE goal of 0% involvement is established for Minority/Women-Owned Small Business Enterprises (M/WSBE). This goal may be attained singularly or by any combination thereof to create the overall designated percentage involvement goal. Instructions and required forms are included in the Minority/Women-Owned Small Business Enterprise Program Contracting Requirements section. The Maricopa County Minority and Women-Owned Small Business Enterprise Program, revised June 14, 2000, is incorporated by reference

The Materials Management Department of Maricopa County will endeavor to ensure in every possible way that Minority and Women-owned Small Business firms shall have every opportunity to participate in providing professional services, materials, and contractual services to the Materials Management Department of Maricopa County without being discriminated against on the grounds of race, religion, sex, age or national origin. The Maricopa County Minority Business Program, effective January 1, 1992, is incorporated by reference.

REQUEST FOR PROPOSALS FOR: **LIBRARY SERVICES FOR NON-PRINT (MEDIA) MATERIALS**

1.0 INTENT

The Maricopa County Library District intends to establish a primary vendors contract to supply shelf-ready non-print materials for the Library District.

The Library District materials budget is approximately \$1.75 million per year. The annual value of the contract is **ESTIMATED** at \$200,000 (including cataloging and processing charges).

Each year these figures will be based on the budget approved by the Library District's Board of Directors for that fiscal year.

2.0 SCOPE OF SERVICES :

2.1 This contract covers all formats of non-print materials in English and other languages, especially Spanish. This includes, but is not limited to, audio books for adults and children in both cassette and compact disc formats, adult and juvenile foreign language learning materials, video cassettes, DVDs, microcomputer software and CD-ROMs, multi-media kits, juvenile book and cassette kits, music cassettes, music compact discs, and any other formats chosen through the life of the contract for use in the public library setting [examples; MP3, electronic format books (digital or e-books)].

2.2 Contractor would provide lists of new and forthcoming materials from which Library District staff select items and order them for the collection. Contractor should be able to also accept orders for items selected from other sources.

2.3 Contractor would provide ordered materials shelf-ready: physically processed with bibliographic (catalog) records and inventory (holdings) records meeting Maricopa County Library District requirements and drop-ship to the branch libraries. The Library District has the GIS Polaris automation system. [See also EXHIBIT 2 –Cataloging Requirements and EXHIBIT 3 – Physical Processing Requirements.]

2.4 Contractor would have ability to receive materials obtained from other sources for cataloging, inventory and processing services. These would be materials unavailable through the contracted vendor (must order direct titles) and items received by the Library District as gifts and donations.

2.5 Where applicable and appropriate, Contractor would also provide collection development and related products and/or services.

2.6 TECHNICAL REQUIREMENTS:

2.6.1 EXCLUSIONS:

Electronic databases, Internet products, and print materials (unless part of a packaged product as read-along books, etc.)

2.7 PROPOSAL INSTRUCTIONS:

2.7.1 Proposer shall respond to this RFP using the numbering sequence and exact wording of the RFP followed by the Proposer's response.

2.7.2 Alternatives proposed to the specifications should result in identical functional status of this proposal.

2.7.3 Proposer is expected to identify their best, most cost-effective solutions that meet the needs of the Library District.

2.8 RESPONSE REQUIRED

Type your responses below the section/paragraph. Exceptions shall also be instructed in Sections 3.10 and 3.12

2.8.1 Provide a short description of company's skills and technical competence in a government and/or public library setting equivalent to Maricopa County.

2.8.2 Essential Services
Essential Services are defined as a service that must be available.

2.8.2.1 Size and Depth Contractor's Inventory

2.8.2.1.1 Provide broad comprehensive spectrum of materials and formats in quantities to meet the needs of a large public library system. Provide a brief description of how your company meets this criterion.

2.8.2.1.2 Work with wide range of publishers and/or producers. Provide a brief description of how your company meets this criterion.

2.8.2.2 Online Access System to Contractor's Inventory

Describe the customer's access to your inventory information and the functions they can perform (create order lists, create bibliographies, etc.).

2.8.2.3 Online Order Submissions

2.8.2.3.1 Accept orders via electronic or Internet transmission. Provide a brief description of how your company meets this criterion.

2.8.2.3.2 Order-Entry system allows the Library District to enter orders with branch library and collection designations. Provide a brief description of how your company meets this criterion.

2.8.2.4 Flexible in meeting special circumstances and changing needs

Ability to be flexible and a willingness to try to meet any special circumstances or changing needs that may occur during the contract period. Provide a brief description of how your company meets this criterion.

2.8.2.5 Competitive Discount

Ability to provide a competitive discount on all purchased materials should be provided in ATTACHMENT A –PRICING.

2.9 Required Services

Required Services are defined as services that are needed by the Library District. Proposer may suggest any method of providing the service and has the liberty to recommend changes as to a process, so long as the end result is at or above the level specified and the end result is not compromised.

Maricopa County Library District has the GIS Polaris automation system.

2.9.1 Cataloging Services

NOTE: Specifics of the Library District's requirements are in EXHIBIT 2 – CATALOGING.

2.9.1.1 Provide bibliographic records meeting MCLD specifications. Identify, define, and provide a short description of the cataloging service(s) offered, including submission methodology [Batch Method (Offline) with FTP transmittal, Real-Time (Online) Method, etc.]

2.9.1.2 Contractor and MCLD will jointly develop methodology for monitoring and maintaining quality control of these records.

2.9.1.3 Customized Materials Processing Services

NOTE: Specifics of the Library District's requirements are in EXHIBIT 3 - MEDIA PROCESSING REQUIREMENTS

2.9.1.3.1 Provide physical processing services according to MCLD specifications. Identify, define, and provide a short description of the processing service(s) offered.

2.9.1.3.2 Contractor and MCLD will jointly develop methodology for monitoring and maintaining quality control of physical processing.

2.9.1.4 Collection Development Services

2.9.1.4.1 Provide selection lists that meet the needs of the Library District. Identify, define, and provide a short description of the collection development service(s) offered, types of selection lists provided, formats in which these lists are available, how lists are compiled (sources), etc..

2.9.1.5 Inventory (Holdings) Record Services

2.9.1.5.1 Provide Inventory Records according to MCLD specifications. Identify, define, and provide a short description of the service(s) offered for preparing and attaching inventory (holdings) records to bibliographic records.

2.9.1.5.2 Contractor and MCLD will jointly develop methodology for monitoring and maintaining quality control of inventory records.

2.9.1.6 Customer Support

Provide a brief description of how your company meets these criteria:

2.9.1.6.1 Problem resolution with a guaranteed response time of 24 hours (Monday through Friday) for all phone calls, email, faxes, or other correspondence received.

2.9.1.6.2 Authority to approve and implement any requested changes to specifications of processes and services.

2.9.1.6.3 Toll-free telephone support/assistance at no charge to the Library District.

2.9.1.7 Invoicing per Multiple Locations

Maricopa County Library District requires separate invoicing per location/library.

2.9.1.8 Capability to Ship to Multiple Destinations

Maricopa County Library District requires orders to be shipped direct to specified locations (drop-ship) within Maricopa County.

2.9.1.9 Order Status Reports

Provide a brief description of how your company meets these criteria:

2.9.1.9.1 Status reports provided with the first shipment of each order, indicating the status of unfilled items. NOTE: This information may be included on the packing slip or the invoice.

2.9.1.9.2 Status (updated) report at least every twenty-one (21) days listing all unshipped items and the estimated delivery date.

2.10 Preferred Services

The Library District prefers the Contractor to provide these services or items as described, however they are not required and alternatives may be offered.

2.10.1 Standing Order Services

2.10.1.1 Identify, define, and provide a short description of the standing order service(s) offered.

2.10.1.2 Indicate whether or not Contractor would be able and willing to receive standing order shipments direct from outside vendor(s) [in a "must-order-direct" situation] and other items from MCLD [donations] for processing and cataloging by the Contractor.

2.10.1.3 Single Tape and Disc Replacements

2.10.1.3.1 Identify and define services provided to replace individual tapes in multi-tape sets.

2.10.1.3.2 State cost per item or as a flat rate using ATTACHMENT A – PRICING.

2.10.1.4 Authority File Maintenance

Identify, define, and provide a short description of the authority service(s) offered.

2.10.1.5 Specialty and Topic Specific Selection lists

Provide a brief description of services for replacement lists and/or lists to fill gaps or programming needs for the Library District collection.

2.10.1.6 Any Other Library Appropriate Services

Identify, define, and provide a short description of other library appropriate services offered that would interest the Library District or that would further enhance proficiency of the Library District's services.

2.11 Best value (all cost/discount factors); i.e. cost of goods, services and/or materials and allocation of man hours.

2.12 USAGE REPORT:

The Contractor shall furnish the County a quarterly usage report delineating the acquisition activity governed by the Contract. The format of the report shall be approved by the County and shall disclose the quantity and dollar value of each contract item by individual unit.

2.13 ADDITIONAL PRICING:

Proposers are strongly encouraged to offer additional pricing for related items/products/components, which are not specifically addressed as line items in the Request for Proposal. Pricing offered should be noted on the pricing pages of the Contractor response in the format requested. FIVE (5) sets of pricing documents shall accompany any additional pricing offered.

2.14 TAX:

Libraries in the State of Arizona are exempt from any out-of-state tax on the purchase of books, electronic information and audio/visual materials.

An In-State Contractor may only charge the city sales tax for the city within which they (the Contractor) are located. The exception to this is where the Arizona city has also exempt these taxes. As of April 1, 2000, only two (2) Arizona cities have NOT passed this sales tax exemption.

No tax shall be levied against labor. Proposal pricing to include all labor, overhead tools and equipment used, profit, and any taxes that may be levied. It is the responsibility of the Contractor to determine any and all taxes and include the same in proposal price.

2.15 DELIVERY:

It shall be the Contractor's responsibility to meet the County's delivery requirements, as called for in the Technical Specifications. Maricopa County reserves the right to obtain services on the open market in the event the Contractor fails to make delivery and any price differential will be charged against the Contractor.

3.0 SPECIAL TERMS & CONDITIONS:

3.1 CONTRACT LENGTH:

This Request for Proposal is for awarding a firm, fixed price purchasing contract to cover a THREE (3) year period.

3.2 OPTION TO EXTEND:

The County may, at their option and with the approval of the Contractor, extend the period of this Contract up to a maximum of THREE (3), one (1) year options. The Contractor shall be notified in writing by the Materials Management Department of the County's intention to extend the contract period at least thirty (30) calendar days prior to the expiration of the original contract period.

3.3 INDEMNIFICATION AND INSURANCE:

3.3.1 Indemnification.

To the fullest extent permitted by law, Contractor shall defend, indemnify, and hold harmless the County, its agents, representatives, officers, directors, officials, and employees from and against all claims, damages, losses and expenses, including but not limited to attorney fees and costs, relating to this Contract.

The amount and type of insurance coverage requirements set forth herein will in no way be construed as limiting the scope of the indemnity in this paragraph.

The scope of this indemnification does not extend to the negligence of the County.

3.3.2 Insurance Requirements.

Contractor, at its own expense, shall purchase and maintain the herein stipulated minimum insurance with companies duly licensed, possessing a current A.M. Best, Inc. Rating of B++6, or approved unlicensed companies in the State of Arizona with policies and forms satisfactory to the County.

All insurance required herein shall be maintained in full force and effect until all work or service required to be performed under the terms of the Contract is satisfactorily completed and formally accepted. Failure to do so may, at the sole discretion of the County, constitute a material breach of this Contract.

The Contractor's insurance shall be primary insurance as respects the County, and any insurance or self-insurance maintained by the County shall not contribute to it.

Any failure to comply with the claim reporting provisions of the insurance policies or any breach of an insurance policy warranty shall not affect coverage afforded under the insurance policies to protect the County.

The Contractor shall be solely responsible for the deductible and/or self-insured retention and the County, at its option, may require the Contractor to secure payment of such deductibles or self-insured retentions by a surety bond or an irrevocable and unconditional letter of credit.

The County reserves the right to request and to receive, within ten (10) working days, certified copies of any or all of the herein required insurance policies and/or endorsements. The County shall not be obligated, however, to review such policies and/or endorsements or to advise Contractor of any deficiencies in such policies and endorsements, and such receipt shall not relieve Contractor from, or be deemed a waiver of the County's right to insist on strict fulfillment of Contractor's obligations under this Contract.

The insurance policies required by this Contract, except Workers' Compensation, shall name the County, its agents, representatives, officers, directors, officials and employees as Additional Insureds.

The insurance policies required hereunder, except Workers' Compensation, shall contain a waiver of transfer of rights of recovery (subrogation) against the County, its agents, representatives, officers, directors, officials and employees for any claims arising out of Contractor's work or service.

3.3.2.1 Commercial General Liability. Contractor shall maintain Commercial General Liability insurance with a limit of not less than \$1,000,000 for each occurrence with a \$2,000,000 Products/Completed Operations Aggregate and a \$2,000,000 General Aggregate Limit. The policy shall include coverage for bodily injury, broad form property damage, personal injury, products and completed operations and blanket contractual coverage including, but not limited to, the liability assumed under the indemnification provisions of this Contract which coverage will be at least as broad as Insurance Service Office, Inc. Policy Form CG 00 01 10 93 or any replacements thereof.

The policy shall contain a severability of interest provision, and shall not contain a sunset provision or commutation clause, or any provision which would serve to limit third party action over claims.

The Commercial General Liability additional insured endorsement shall be at least as broad as the Insurance Service Office, Inc.'s Additional Insured, Form CG 20 10 11 85, and shall include coverage for Contractor's operations and products and completed operations.

If the Contractor subcontracts any part of the work, services or operations awarded to the Contractor, Contractor shall purchase and maintain, at all times during prosecution of the work, services or operations under this Contract, an Owner's and Contractor's Protective Liability insurance policy for bodily injury and property damage, including death, which may arise in the performance of the Contractor's work, service or operations under this Contract.

Coverage shall be on an occurrence basis with a limit not less than \$1,000,000 per occurrence, and the policy shall be issued by the same insurance company that issues the Contractor's Commercial General Liability insurance.

3.3.2.2 Automobile Liability. Contractor shall maintain Automobile Liability insurance with an individual single limit for bodily injury and property damage of no less than \$1,000,000, each occurrence, with respect to Contractor's vehicles (whether owned, hired, non-owned), assigned to or used in the performance of this Contract.

3.3.2.3 Workers' Compensation. The Contractor shall carry Workers' Compensation insurance to cover obligations imposed by federal and state statutes having jurisdiction of Contractor's employees engaged in the performance of the work or services, as well as Employer's Liability insurance of not less than \$500,000 for each accident, \$500,000 disease for each employee, and \$1,000,000 disease policy limit.

If any work is subcontracted, the Contractor will require Subcontractor to provide Workers' Compensation and Employer's Liability insurance to at least the same extent as required of the Contractor.

3.3.3 Certificates of Insurance.

If a policy does expire during the life of the Contract, a renewal certificate must be sent to the County fifteen (15) days prior to the expiration date.

3.3.3.1 Prior to commencing work or services under this Contract, Contractor shall have insurance in effect as required by the Contract in the form provided by the County, issued by Contractor's insurer(s), as evidence that policies providing the required coverage, conditions and limits required by this Contract are in full force and effect. Such certificates shall be made available to the County upon 48 hours notice. **BY SIGNING THE AGREEMENT PAGE THE CONTRACTOR AGREES TO THIS REQUIREMENT AND FAILURE TO MEET THIS REQUIREMENT WILL RESULT IN CANCELLATION OF CONTRACT.**

3.3.4 Occurrence Basis.

All insurance required by this contract shall be written on an occurrence basis rather than a claims-made basis.

3.3.5 Cancellation and Expiration Notice.

Insurance required herein shall not be permitted to expire, be canceled, or materially changed without thirty (30) days prior written notice to the County.

3.4 PROCUREMENT CARD ORDERING CAPABILITY:

It is the intent of Maricopa County to utilize a procurement card that may be used by the County from time to time, to place and make payment for orders under the Contract. Proposers without this capability may be considered non-responsive and not eligible for award consideration.

3.5 INTERNET ORDERING CAPABILITY:

It is the intent of Maricopa County to utilize the Internet to place orders under this Contract. Proposers without this capability shall be considered non-responsive and not eligible for award consideration.

3.6 SCHEDULE OF EVENTS:

Request for Proposals Issued: **AUGUST 22, 2003**

Deadline for written questions (72 hours after Pre-Proposal meeting). No questions will be responded to prior to the Pre-Proposal Conference. All questions must be submitted to sdahle@mail.maricopa.gov and be received by 8:00AM Arizona time. All questions and answers will be distributed VIA www.maricopa.gov with the original solicitation.

Deadline for submission of proposals is 2:00 P.M., MST, on **OCTOBER 24, 2003**. All proposals must be received before 2:00 P.M. on the above date at Maricopa County Materials Management Department, 320 West Lincoln Street, Phoenix, AZ 85003.

Proposed review of Proposals and short list decision: **NOVEMBER 3, 2003**

Proposed Proposer presentations: (if required) **NOVEMBER 10, 2003**

Proposed selection and negotiation: **NOVEMBER 17, 2003**

Proposed Best & Final (if required) **NOVEMBER 24, 2003**

Proposed award of Proposal: **DECEMBER 2003**

All responses to this proposal become the property of Maricopa County and (other than pricing) will be held confidential, to the extent permissible by law. The County will not be held accountable if material from proposal responses is obtained without the written consent of the Proposer by parties other than the county.

3.7 PRE PROPOSAL CONFERENCE:

THERE WILL BE A PRE-PROPOSAL CONFERENCE ON SEPTEMBER 30, 2003 AT 9:00AM AT THE MARICOPA COUNTY MATERIALS MANAGEMENT DEPARTMENT, 320 W. LINCOLN ST., PHOENIX, AZ 85003

3.8 INQUIRIES AND NOTICES:

All inquiries concerning information herein shall be addressed to:

MARICOPA COUNTY
DEPARTMENT OF MATERIALS MANAGEMENT
ATTN: CONTRACT ADMINISTRATION
320 W. LINCOLN ST.
PHOENIX, AZ 85003

Administrative telephone inquiries shall be addressed to:

STEVE DAHLE, LEAD PROCUREMENT CONSULTANT, 602-506-3450
(sdahle@mail.maricopa.gov)

Technical telephone inquiries shall be addressed to:

SUSAN VARCSCAK , MCLD 602-506-5784

Inquiries may be submitted by telephone but must be followed up in writing. No oral communication is binding on Maricopa County.

3.9 INSTRUCTIONS FOR PREPARING AND SUBMITTING PROPOSALS:

Proposers are to provide one (1) hardcopy original (labeled) PLUS TWO ELECTRONIC COPIES ON A CD OR 3.5' DISK and FIVE (5) copies (print) of their proposal. **Proposers are to address proposals identified with return address, serial number and title in the following manner:**

**Maricopa County Department of Materials Management
320 W. Lincoln St.
Phoenix, AZ 85003**

**SERIAL 03129-RFP
LIBRARY SERVICES FOR NON-PRINT (MEDIA) MATERIALS**

Proposals must be signed by a corporate official who has been authorized to make such commitments. All prices shall be held firm for a period of one hundred twenty (120) days after the RFP closing date.

3.10 EXCEPTIONS TO THE SOLICITATION:

The Proposer shall identify and list all exceptions taken to all sections of 03129-RFP and list these exceptions referencing the section (paragraph) where the exception exists and identify the exceptions and the proposed wording for the Proposer's exception. The Proposer will list these exceptions in the Best and Final Proposal under the heading, "Exception to the PROPOSAL Solicitation, SERIAL 03129-RFP." **Exceptions that surface elsewhere and that do not also appear under the heading, "Exception to the PROPOSAL Solicitation, SERIAL 03129-RFP," shall be considered invalid and void and of no contractual significance.**

The County reserves the right to reject, render the proposal non-responsive, enter into negotiation on any of the Proposer exceptions, or accept them outright.

3.11 GENERAL CONTENT:

The Proposal submitted should be specific and complete in every detail. It should be practical and should be prepared simply and economically, providing a straightforward, concise delineation of capabilities to satisfactorily perform the Contract being sought.

The Proposer should not necessarily limit the proposal to the performance of the services in accordance with this document but should outline any additional services and their costs if the Proposer deems them necessary to accomplish the program.

3.12 FORMAT AND CONTENT:

To aid in the evaluation, it is desired that all proposals follow the same general format. The proposals are to be submitted in binders and have sections tabbed as below: **PROPOSALS ARE LIMITED TO 200 PAGES SINGLE SIDED, 12 POINT FONT.**

- 3.12.1 Letter of Transmittal (Exhibit 2)
- 3.12.2 Table of Contents
- 3.12.3 Short introduction and summary – This section shall contain an outline of the general approach utilized in the proposal.
- 3.12.4 Proposal – Your proposal should contain a statement of all of the programs and services proposed, including conclusions and generalized recommendations. Proposals should be all-inclusive, detailing your best offer. Additional related services should be incorporated into the proposal, if applicable.
- 3.12.5 Firms and Personnel Qualifications – All personnel, as applicable, shall be listed including a description of assignments and responsibilities, a resume of professional experience, and an estimate of the time each would devote to this program, and other pertinent information.
- 3.12.6 Proposal exceptions
- 3.12.7 Other data
- 3.12.8 Pricing (Attachment A)
- 3.12.9 Agreement (Attachment B)
- 3.12.10 References (Attachment C)
- 3.12.11 Vendor Information (Attachment D)

3.13 EVALUATION OF PROPOSAL – SELECTION FACTORS:

A Proposal Analysis Committee shall be appointed, chaired by the Materials Management Department, to evaluate each Proposal and prepare a scoring of each Proposal to the responses as solicited in the original request. At the County's option, proposing firms may be invited to make presentations to the Evaluation Committee. Best and Final Offers and/or Negotiations may be conducted, as needed, with the highest rated Proposer(s). Proposals will be evaluated on the following criteria which are listed RANK order.

3.13.1 Firms proven skills and technical competence.

3.13.2 Approach philosophy and response to the Technical Requirements.

3.13.3 Credential of management staff.

3.13.4 Cost of goods, services and materials (Total cost of Ownership).

3.14 POST AWARD MEETING:

The successful Proposer(s) shall be required to attend a post-award meeting with the Using Agency to discuss the terms and conditions of this Contract. This meeting will be coordinated by the Procurement Consultant of the Contract.

NOTE: PROPOSERS ARE REQUIRED TO USE ATTACHED FORMS TO SUBMIT THEIR PROPOSALS.

ATTACHMENT A
PRICING

SERIAL 03129-RFP

PRICING SHEET COMMODITY CODE C761014/B0604181, NIGP CLASS CODE IS 95610, 95640, 95650, 95680

BIDDER NAME:

F.I.D./VENDOR #:

BIDDER ADDRESS:

P.O. ADDRESS:

BIDDER PHONE #:

BIDDER FAX #:

COMPANY WEB SITE:

COMPANY CONTACT (REP):

E-MAIL ADDRESS (REP):

WILLING TO ACCEPT FUTURE SOLICITATIONS VIA EMAIL: ____ YES ____ NO

ACCEPT PROCUREMENT CARD: ____ YES ____ NO

REBATE (CASH OR CREDIT) FOR UTILIZING PROCUREMENT CARD: ____ YES ____ NO ____ % REBATE

(Payment shall be made within 48 hrs utilizing the Purchasing Card)

INTERNET ORDERING CAPABILITY: ____ YES ____ NO ____ % DISCOUNT

OTHER GOV'T. AGENCIES MAY USE THIS CONTRACT: ____ YES ____ NO

PAYMENT TERMS: BIDDER IS REQUIRED TO PICK ONE OF THE FOLLOWING.

TERMS WILL BE CONSIDERED IN DETERMINING LOW BID.

FAILURE TO CHOOSE A TERM WILL RESULT IN A DEFAULT TO NET 30.

BIDDER MUST INITIAL THE SELECTION BELOW.

NET 10

NET 15

NET 20

NET 30

NET 45

NET 60

NET 90

2% 10 DAYS NET 30

1% 10 DAYS NET 30

2% 30 DAYS NET 31

1% 30 DAYS NET 31

5% 30 DAYS NET 31

INDICATE PERCENTAGE OF M/WBE PARTICIPATION IF ANY HERE: ____ %

PLEASE INDICATE HOW YOU HEARD ABOUT THIS SOLICITATION:

____ NEWSPAPER ADVERTISEMENT

____ MARICOPA COUNTY WEB SITE

____ PRE-SOLICITATION NOTICE

____ OTHER (PLEASE SPECIFY)

ALL PRICING SHALL BE SUBMITTED ON A 3.5" DISKETTE FORMATTED IN EXCEL '97 or later version. NO PROPOSALS WILL BE ACCEPTED WITHOUT TWO COPIES OF THE ACCOMPANYING DISKETTE IN THE SUBMITTAL. ANY PROPOSAL NOT CONTAINING THE REQUIRED DISKETTES MAY BE CONSIDERED NON-RESPONSIVE.

PRICING SHALL BE SUBMITTED USING THE CHARTS BELOW--

1.0 PRICING:

ATTACHMENT A
PRICING

1.1 CATALOGING SERVICES
<small>Specify type of material and services offered.</small>
1.1.1 Cataloging
Customer provides record
"Generic" MARC
Copy cataloging
Upgrade of existing records
Adapt records for bibliographic utility
Abbreviated Records
Creation of original MARC records
1.1.2 Other Cataloging Charges or Services
<small>Please specify.</small>

CHARGE	NOTES
<small>indicate unit/quantity</small>	
\$	
\$	
\$	
\$	
\$	
\$	
\$	

1.2. PROCESSING SERVICES
<small>Specify type of material and services offered.</small>
1.2.1 Physical Processing - Option 1
Flat Fee Pricing <small>(inclusive of the material, physical processing, and inventory record)</small>
DVD
Video
Audiobook on CDs
Audiobook on Cassettes
Music on CD
Music on Cassette
Software/Games
Kit
1.2.2 Physical Processing - Option 2
Pricing By Piece Applied
Media Items Total
Detail of Individual Charges entered below
Replacement of original case
Creation of graphics from package

CHARGE	NOTES
<small>indicate unit/quantity</small>	
\$	
\$	
\$	
\$	
\$	
\$	
\$	
\$	
\$	
\$	
\$	

ATTACHMENT A
PRICING

1.2.2.1 APPLIED TO EVERY ITEM
Barcode (supplied by MCLD)
MCLD Label with 2-Letter Branch Indicator
Anti-Theft Device
Ownership label (on discs, cassettes, and accompanying material)
PROCESSING SERVICES - OPTION 2 (continued)
1.2.2.2 APPLIED when APPROPRIATE on all FORMATS
RFID (supplied, applied, encoded) - 5 facilities
Age Level label (Juv & YA collections)
Language label
Specific Language label
1.2.2.3 APPLIED as APPROPRIATE to FORMAT
Scratch Protection on discs (not on DVDs)
Label Protector (music cassettes only)
Music Genre labels (cassette and CD)
Closed Caption label (videos and DVDs)
"R" Rated label (videos and DVDs)
Dubbed label (videos and DVDs)
Subtitled label (videos and DVDs)
Check Contents label (multiple item sets)
Intentionally Blank labels (when needed for recordings in sets)
Kit Designator label (for all pieces in set)
1.2.6 . Other Processing Charges or Services
All Material Types --- Please specify.

\$	
\$	
\$	
\$	
CHARGE	NOTES
\$	
\$	
\$	
\$	
\$	
\$	
\$	
\$	
\$	
\$	
\$	
\$	

1.3 INVENTORY SERVICES
Specify type of material and services offered.
1.3.1 Creation of Inventory (Holdings) Records
Created online (live in MCLD database)
Created offline (batch mode)
1.3.2 Other Inventory Charges or Services
Please specify.

CHARGE	NOTES
indicate unit/quantity	
\$	
\$	

ATTACHMENT A
PRICING

1.4 ADDITIONAL SERVICES or COSTS Specify additional services offered.	CHARGE indicate unit/quantity	NOTES
1.4.1 Other Services Please specify services offered.		
Single-Tape or Disc Replacement Services	\$	
Authority File Maintenance	\$	
1.4.2 Any Additional Fees or Charges not detailed above Please specify.		

ATTACHMENT B

AGREEMENT

The Proposers hereby certify that they have read, understand and agree that acceptance by Maricopa County of the Contractor's offer by the issuance of a Purchase Order or Contract will create a binding Contract. Further, they agree to fully comply with all terms and conditions as set forth in the Maricopa County Procurement Code, and amendments thereto, together with the specifications and other documentary forms herewith made a part of this specific procurement

BY SIGNING THIS AGREEMENT THE SUBMITTING FIRMS CERTIFIES THAT THEY HAVE REVIEWED THE ADMINISTRATIVE INFORMATION AND DRAFT RFP CONTRACT'S TERMS AND CONDITIONS LOCATED AT <http://www.maricopa.gov/materials>. AND AGREE TO BE CONTRACTUALLY BOUND TO THEM.

MINORITY/ WOMEN-OWNED SMALL BUSINESSES (check appropriate item):

_____ Disadvantaged Business Enterprise (DBE)
_____ Women-Owned Business Enterprise (WBE)
_____ Minority Business Enterprise (MBE)
_____ Small Business Enterprise (SBE)

FIRM SUBMITTING PROPOSAL

FEDERAL TAX ID NUMBER

PRINTED NAME AND TITLE

AUTHORIZED SIGNATURE

ADDRESS

TELEPHONE

FAX #

CITY STATE ZIP

DATE

WEB SITE: _____

EMAIL ADDRESS: _____

MARICOPA COUNTY, ARIZONA

BY: _____
DIRECTOR, MATERIALS MANAGEMENT

DATE

BY: _____
CHAIRMAN, BOARD OF SUPERVISORS

DATE

ATTESTED:

CLERK OF THE BOARD

DATE

APPROVED AS TO FORM:

MARICOPA COUNTY ATTORNEY

DATE

ATTACHMENT C

CONTRACTOR REFERENCES

FIRM SUBMITTING PROPOSAL: _____

All information provided must be current.

1. COMPANY NAME: _____
ADDRESS: _____
CONTACT PERSON: _____
TELEPHONE: _____ E-MAIL ADDRESS: _____

2. COMPANY NAME: _____
ADDRESS: _____
CONTACT PERSON: _____
TELEPHONE: _____ E-MAIL ADDRESS: _____

3. COMPANY NAME: _____
ADDRESS: _____
CONTACT PERSON: _____
TELEPHONE: _____ E-MAIL ADDRESS: _____

4. COMPANY NAME: _____
ADDRESS: _____
CONTACT PERSON: _____
TELEPHONE: _____ E-MAIL ADDRESS: _____

5. COMPANY NAME: _____
ADDRESS: _____
CONTACT PERSON: _____
TELEPHONE: _____ E-MAIL ADDRESS: _____

ATTACHMENT D

CONTRACTOR INFORMATION

IN OUR CONTINUING EFFORT TO INSURE THAT OUR CONTRACTOR REGISTRATION SYSTEM IS CORRECT, PLEASE FURNISH THE FOLLOWING INFORMATION:

LEGAL NAME OF ORGANIZATION/INDIVIDUAL: _____

DOING BUSINESS AS (IF APPLICABLE): _____

FEDERAL TAX ID NUMBER: _____ MARICOPA COUNTY VENDOR NUMBER: _____

OWNERSHIP INDIVIDUAL/
STATUS: SOLE PROPRIETOR: _____ CORPORATION: _____ PARTNERSHIP: _____ OTHER: _____

CORPORATE ADDRESS: _____ **CITY:** _____ **STATE:** _____ **ZIP:** _____

TELEPHONE: _____ **FAX:** _____ **EMAIL:** _____

WEB SITE ADDRESS: _____

NAME OF CONTACT PERSON: _____

ADDITIONAL ADDRESS FOR: _____ **P.O.** _____ **ACCTS RECEIVABLE** _____ **SOLICITATIONS** _____

_____ **CITY:** _____ **STATE:** _____ **ZIP:** _____

TELEPHONE: _____ **FAX:** _____ **EMAIL:** _____

NAME OF CONTACT PERSON: _____

ADDITIONAL ADDRESS FOR: _____ **P.O.** _____ **ACCTS RECEIVABLE** _____ **SOLICITATIONS** _____

_____ **CITY:** _____ **STATE:** _____ **ZIP:** _____

TELEPHONE: _____ **FAX:** _____ **EMAIL:** _____

NAME OF CONTACT PERSON: _____

ADDITIONAL ADDRESS FOR: _____ **P.O.** _____ **ACCTS RECEIVABLE** _____ **SOLICITATIONS** _____

_____ **CITY:** _____ **STATE:** _____ **ZIP:** _____

TELEPHONE: _____ **FAX:** _____ **EMAIL:** _____

NAME OF CONTACT PERSON: _____

NOTE: NO PREFERENCE IN AWARDING CONTRACTS IS GIVEN TO CONTRACTORS REGISTERED WITH MARICOPA COUNTY DEPARTMENT OF MATERIALS MANAGEMENT, HOWEVER, YOU MUST REGISTER AS A CONTRACTOR IF AWARDED A CONTRACT IN ORDER TO FULFILL THE CONTRACTUAL REQUIREMENTS. CONTACT MATERIALS MANAGEMENT AT (602) 506-8718 FOR A REGISTRATION PACKET.

I HEREBY CERTIFY THAT:

1. I AM DULY AUTHORIZED TO CERTIFY THE INFORMATION REQUESTED HEREIN.
2. TO THE BEST OF MY KNOWLEDGE, THE ELEMENTS OF THE INFORMATION PROVIDED HEREIN ARE ACCURATE AND TRUE AS OF THIS DATE.
3. MY ORGANIZATION SHALL COMPLY WITH ALL STATE STATUTES AND FEDERAL EQUAL OPPORTUNITY AND NON-DISCRIMINATION REQUIREMENTS AND CONDITIONS OF EMPLOYMENT IN ACCORDANCE WITH A.R.S. TITLE 41, CHAPTER 9, ARTICLE 4 AND EXECUTIVE ORDER NUMBER 75-5 DATED APRIL 28, 1975.
4. MY ORGANIZATION SHALL COMPLY WITH ALL TERMS AND CONDITIONS OF SOLICITATIONS AND CONTRACTUAL DOCUMENTS, REGULATIONS AND LAWS, AND POLICIES AND PROCEDURES SET FORTH IN THE MARICOPA COUNTY PROCUREMENT CODE APPLICABLE TO THE TYPE OF PROCUREMENT (SERVICE OR COMMODITY).

PRINTED OR TYPED NAME

TITLE

SIGNATURE

DATE

ATTACHMENT D (CONTINUED NEXT PAGE)



Form W-9.doc

Request for Taxpayer Identification Number and Certification

Give form to the
requester. Do not
send to the IRS.

Print or type See Specific Instructions on page 2.	Name	
	Business name, if different from above	
	Check appropriate box: <input type="checkbox"/> Individual/ Sole proprietor <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Other ▶	<input type="checkbox"/> Exempt from backup withholding
	Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
	City, state, and ZIP code	
List account number(s) here (optional)		

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. For individuals, this is your social security number (SSN).
However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see **How to get a TIN** on page 3.

Note: If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Social security number								
			+		+			
or								
Employer identification number								
	+							

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), **and**
2. I am not subject to backup withholding because: **(a)** I am exempt from backup withholding, or **(b)** I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or **(c)** the IRS has notified me that I am no longer subject to backup withholding, **and**
3. I am a U.S. person (including a U.S. resident alien).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. (See the instructions on page 4.)

Sign
Here

Signature of
U.S. person ▶

Date ▶

Purpose of Form

A person who is required to file an information return with the IRS, must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

U.S. person. Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee.

Note: If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Foreign person. If you are a foreign person, use the appropriate Form W-8 (see **Pub. 515**, Withholding of Tax on Nonresident Aliens and Foreign Entities).

Nonresident alien who becomes a resident alien.

Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a "saving clause." Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the recipient has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement that specifies the following five items:

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
2. The treaty article addressing the income.
3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.
4. The type and amount of income that qualifies for the exemption from tax.
5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

Example. Article 20 of the U.S.-China income tax treaty allows an exemption from tax for scholarship income received by a Chinese student temporarily present in the United States. Under U.S. law, this student will become a resident alien for tax purposes if his or her stay in the United States exceeds 5 calendar years. However, paragraph 2 of the first Protocol to the U.S.-China treaty (dated April 30, 1984) allows the provisions of Article 20 to continue to apply even after the Chinese student becomes a resident alien of the United States. A Chinese student who qualifies for this exception (under paragraph 2 of the first protocol) and is relying on this exception to claim an exemption from tax on his or her scholarship or fellowship income would attach to Form W-9 a statement that includes the information described above to support that exemption.

If you are a **nonresident alien or a foreign entity** not subject to backup withholding, give the requester the appropriate completed Form W-8.

What is backup withholding? Persons making certain payments to you must under certain conditions withhold and pay to the IRS 30% of such payments (29% **after** December 31, 2003; 28% **after** December 31, 2005). This is called "backup withholding." Payments that may be subject to backup withholding include interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

You will **not** be subject to backup withholding on payments you receive if you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return.

Payments you receive will be subject to backup withholding if:

1. You do not furnish your TIN to the requester, or
2. You do not certify your TIN when required (see the Part II instructions on page 4 for details), or
3. The IRS tells the requester that you furnished an incorrect TIN, or
4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or
5. You do not certify to the requester that you are not subject to backup withholding under 4 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See the instructions below and the separate **Instructions for the Requester of Form W-9**.

Penalties

Failure to furnish TIN. If you fail to furnish your correct TIN to a requester, you are subject to a penalty of \$50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

Civil penalty for false information with respect to withholding. If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a \$500 penalty.

Criminal penalty for falsifying information. Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

Misuse of TINs. If the requester discloses or uses TINs in violation of Federal law, the requester may be subject to civil and criminal penalties.

Specific Instructions

Name

If you are an individual, you must generally enter the name shown on your social security card. However, if you have changed your last name, for instance, due to marriage without informing the Social Security Administration of the name change, enter your first name, the last name shown on your social security card, and your new last name.

If the account is in joint names, list first, and then circle, the name of the person or entity whose number you entered in Part I of the form.

Sole proprietor. Enter your **individual** name as shown on your social security card on the "Name" line. You may enter your business, trade, or "doing business as (DBA)" name on the "Business name" line.

Limited liability company (LLC). If you are a single-member LLC (including a foreign LLC with a domestic owner) that is disregarded as an entity separate from its owner under Treasury regulations section 301.7701-3, **enter the owner's name on the "Name" line.** Enter the LLC's name on the "Business name" line.

Other entities. Enter your business name as shown on required Federal tax documents on the "Name" line. This name should match the name shown on the charter or other legal document creating the entity. You may enter any business, trade, or DBA name on the "Business name" line.

Note: *You are requested to check the appropriate box for your status (individual/sole proprietor, corporation, etc.).*

Exempt From Backup Withholding

If you are exempt, enter your name as described above and check the appropriate box for your status, then check the "Exempt from backup withholding" box in the line following the business name, sign and date the form.

Generally, individuals (including sole proprietors) are not exempt from backup withholding. Corporations are exempt from backup withholding for certain payments, such as interest and dividends.

Note: *If you are exempt from backup withholding, you should still complete this form to avoid possible erroneous backup withholding.*

Exempt payees. Backup withholding is **not required** on any payments made to the following payees:

1. An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2);
2. The United States or any of its agencies or instrumentalities;
3. A state, the District of Columbia, a possession of the United States, or any of their political subdivisions or instrumentalities;
4. A foreign government or any of its political subdivisions, agencies, or instrumentalities; or
5. An international organization or any of its agencies or instrumentalities.

Other payees that **may be exempt** from backup withholding include:

6. A corporation;
7. A foreign central bank of issue;
8. A dealer in securities or commodities required to register in the United States, the District of Columbia, or a possession of the United States;

9. A futures commission merchant registered with the Commodity Futures Trading Commission;
10. A real estate investment trust;
11. An entity registered at all times during the tax year under the Investment Company Act of 1940;
12. A common trust fund operated by a bank under section 584(a);
13. A financial institution;
14. A middleman known in the investment community as a nominee or custodian; or
15. A trust exempt from tax under section 664 or described in section 4947.

The chart below shows types of payments that may be exempt from backup withholding. The chart applies to the exempt recipients listed above, 1 through 15.

If the payment is for . . .	THEN the payment is exempt for . . .
Interest and dividend payments	All exempt recipients except for 9
Broker transactions	Exempt recipients 1 through 13. Also, a person registered under the Investment Advisers Act of 1940 who regularly acts as a broker
Barter exchange transactions and patronage dividends	Exempt recipients 1 through 5
Payments over \$600 required to be reported and direct sales over \$5,000 ¹	Generally, exempt recipients 1 through 7 ²

¹ See **Form 1099-MISC**, Miscellaneous Income, and its instructions.

² However, the following payments made to a corporation (including gross proceeds paid to an attorney under section 6045(f), even if the attorney is a corporation) and reportable on Form 1099-MISC are **not exempt** from backup withholding: medical and health care payments, attorneys' fees; and payments for services paid by a Federal executive agency.

Part I. Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. If you are a **resident alien** and you do not have and are not eligible to get an SSN, your TIN is your IRS individual taxpayer identification number (ITIN). Enter it in the social security number box. If you do not have an ITIN, see **How to get a TIN** below.

If you are a **sole proprietor** and you have an EIN, you may enter either your SSN or EIN. However, the IRS prefers that you use your SSN.

If you are a single-owner **LLC** that is disregarded as an entity separate from its owner (see **Limited liability company (LLC)** on page 2), enter your SSN (or EIN, if you have one). If the LLC is a corporation, partnership, etc., enter the entity's EIN.

Note: See the chart on page 4 for further clarification of name and TIN combinations.

How to get a TIN. If you do not have a TIN, apply for one immediately. To apply for an SSN, get **Form SS-5**, Application for a Social Security Card, from your local Social Security Administration office or get this form on-line at www.ssa.gov/online/ss5.html. You may also get this form by calling 1-800-772-1213. Use **Form W-7**, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN, or **Form SS-4**, Application for Employer Identification Number, to apply for an EIN. You can get Forms W-7 and SS-4 from the IRS by calling 1-800-TAX-FORM (1-800-829-3676) or from the IRS Web Site at www.irs.gov.

If you are asked to complete Form W-9 but do not have a TIN, write "Applied For" in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, generally you will have 60 days to get a TIN and give it to the requester before you are subject to backup withholding on payments. The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all such payments until you provide your TIN to the requester.

Note: Writing "Applied For" means that you have already applied for a TIN or that you intend to apply for one soon.

Caution: A disregarded domestic entity that has a foreign owner must use the appropriate Form W-8.

Part II. Certification

To establish to the withholding agent that you are a U.S. person, or resident alien, sign Form W-9. You may be requested to sign by the withholding agent even if items 1, 3, and 5 below indicate otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required). Exempt recipients, see **Exempt from backup withholding** on page 2.

Signature requirements. Complete the certification as indicated in 1 through 5 below.

1. Interest, dividend, and barter exchange accounts opened before 1984 and broker accounts considered active during 1983. You must give your correct TIN, but you do not have to sign the certification.

2. Interest, dividend, broker, and barter exchange accounts opened after 1983 and broker accounts considered inactive during 1983. You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item 2 in the certification before signing the form.

3. Real estate transactions. You must sign the certification. You may cross out item 2 of the certification.

4. Other payments. You must give your correct TIN, but you do not have to sign the certification unless you have been notified that you have previously given an incorrect TIN. "Other payments" include payments made in the course of the requester's trade or business for rents, royalties, goods (other than bills for merchandise), medical and health care services (including payments to corporations), payments to a nonemployee for services, payments to certain fishing boat crew members and fishermen, and gross proceeds paid to attorneys (including payments to corporations).

5. Mortgage interest paid by you, acquisition or abandonment of secured property, cancellation of debt, qualified tuition program payments (under section 529), IRA or Archer MSA contributions or distributions, and pension distributions. You must give your correct TIN, but you do not have to sign the certification.

What Name and Number To Give the Requester

For this type of account:	Give name and SSN of:
1. Individual	The individual
2. Two or more individuals (joint account)	The actual owner of the account or, if combined funds, the first individual on the account ¹
3. Custodian account of a minor (Uniform Gift to Minors Act)	The minor ²
4. a. The usual revocable savings trust (grantor is also trustee)	The grantor-trustee ¹
b. So-called trust account that is not a legal or valid trust under state law	The actual owner ¹
5. Sole proprietorship or single-owner LLC	The owner ³
For this type of account:	Give name and EIN of:
6. Sole proprietorship or single-owner LLC	The owner ³
7. A valid trust, estate, or pension trust	Legal entity ⁴
8. Corporate or LLC electing corporate status on Form 8832	The corporation
9. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
10. Partnership or multi-member LLC	The partnership
11. A broker or registered nominee	The broker or nominee
12. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments	The public entity

¹ List first and circle the name of the person whose number you furnish. If only one person on a joint account has an SSN, that person's number must be furnished.

² Circle the minor's name and furnish the minor's SSN.

³ **You must show your individual name**, but you may also enter your business or "DBA" name. You may use either your SSN or EIN (if you have one).

⁴ List first and circle the name of the legal trust, estate, or pension trust. (Do not furnish the TIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.)

Note: *If no name is circled when more than one name is listed, the number will be considered to be that of the first name listed.*

Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to provide your correct TIN to persons who must file information returns with the IRS to report interest, dividends, and certain other income paid to you, mortgage interest you paid, the acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA or Archer MSA. The IRS uses the numbers for identification purposes and to help verify the accuracy of your tax return. The IRS may also provide this information to the Department of Justice for civil and criminal litigation, and to cities, states, and the District of Columbia to carry out their tax laws. We may also disclose this information to other countries under a tax treaty, or to Federal and state agencies to enforce Federal nontax criminal laws and to combat terrorism.

You must provide your TIN whether or not you are required to file a tax return. Payers must generally withhold 30% of taxable interest, dividend, and certain other payments to a payee who does not give a TIN to a payer. Certain penalties may also apply.



EXHIBIT 1

LETTER OF TRANSMITTAL

(To be typed on the letterhead of Offeror)

Maricopa County Department of Materials Management
320 West Lincoln,
Phoenix, Arizona 85003

Re: RFP Number – 99-RFP

To Whom It May Concern:

The undersigned, _____ (herein referred to as the "Offeror"), hereby submits its response to your Request for Proposal dated _____, and agrees to supply and furnish to you, all in accordance with the Scope of Work and conditions that are detailed in said Request for Proposal.

Offeror hereby acknowledges and recognizes that, if this proposal is accepted by the Maricopa County, such acceptance will form a contract, and that Offeror shall thereupon be contractually obligated to carry out its responsibilities respecting the services described

Kindly advise this in writing on or before _____ if you should desire to accept this proposal.

Very truly yours,

EXHIBIT 2 MEDIA CATALOGING REQUIREMENTS

The information in this document (revised August 2003) is meant to represent the current Maricopa County Library District practices in cataloging media for the District's collection. An attempt has been made to be thorough, but additions, changes, and adjustments may be necessary.

Maricopa County Library District uses full level MARC records following standards established by:

- AACR2 (latest revision - 2002),
- Library of Congress Rule Interpretations (LCRI),
- USMARC as delineated in the MARC Manual (latest edition – 21),
- OCLC Bibliographic Formats and Standards (latest edition – 3rd, 2002)

and recommendations found in

- Olson's Cataloging of Audiovisual Materials and Other Special Materials (latest edition - 4th, 1998),
- Richard Smiraglia, Describing Music Materials: a Manual for Descriptive Cataloging and Printed and Recorded Music, Music Videos, and Archival Music Collections, for Use with AACR2 and APPM (latest edition - 3rd, 1997),
- Guidelines to Subject Access for Fiction, Drama, etc. (GSAFD),
- Moving Image Materials (MIM)

with the following:

- Unabridged Dewey (latest edition – 22nd)
- Form of Composition Code,
- Library of Congress Subject Headings (latest edition),
- Library of Congress Genre Headings (latest edition),
- Grade level,
- Motion Picture Association of America (MPAA) rating,
- Form Headings as appropriate.

VARIABLE FIELDS-BASIC TAGS

Variable Fields must comply with BIBLIOGRAPHIC FORMATS AND STANDARDS published by OCLC and any formally adopted changes to these standards prior to or during the term of this contract.

Variations to these Formats and Standards are detailed below.

TAGS Used by MCLD

DESCRIPTIONS

092

Classification for nonfiction materials

MCLD uses Subfield **a** (dewey or music genre) and Subfield **b** (author/main entry) for classifying nonfiction titles.

Music sound recordings carry genre designations instead of Dewey class numbers.

099

Classification for fiction materials

Subfield **a** is used for classifying fiction titles.

245

Title

MCLD places the title from the actual item in the 245 tag. If the title on the case differs, a 246 tag is created using the correct indicators for the case title.

300

Description

If a book or other material accompanies a media item and is clearly supplementary material not intended to be cataloged separately, MCLD uses Subfield **e** to record its presence.

All parts **must be** indicated in the 300 tag.

If records are provided via batch process with FTP files – the Inventory (Holdings) information is included in a 949 tag.

MEDIA CATALOGING REQUIREMENTS – page 2

CLASSIFICATION NUMBERS (excluding musical sound recordings)

It is assumed the Contractor will search in the Library District's database for previous works, works of a similar nature or subject when classifying an item in hand. This allows new items to carry classifications and shelf locations consistent with items already in the collection.

Contractor should utilize the Dewey Decimal Classification Scheme, 22st ed. (and any formally adopted changes prior to or during the term of this contract) for classification numbers.

MCLD uses the 092 tag for nonfiction items and the 099 tags for fiction items. The classification number is placed in Subfield **a**.

In Subfield **b** of the 092 or 099 (main entry), MCLD formats the entry with up to seven (7) characters, including spaces, all in uppercase letters.

EXCEPTION to Subfield for main entry:

The appropriate Subfield is used for the main entry, unless the package or container printing does not match with the correct form of the author/artist's name in the MARC record. When this happens:

- 1) the main entry is left as it appears on the media label in the 1XX/245 tag of the MARC record
- 2) the package or container version is used in the 092 (nonfiction) or 099 (fiction) tag
- 3) the package or container version is used on the call number label
- 4) ensure the package or container version matches the 400 tag of any existing Library District authority record

NONFICTION MATERIALS

For LC MARC records, MCLD copies the 082 tag classification number to Subfield **a** of the 092 tag, using MCLD's truncation rule.

MCLD uses the following **exceptions** to classification assignments for nonfiction items:

- Class all travel material in 91X tag, followed by decimal point, up to 4 digits
- Resume, cover letter, job search titles are classed in 650.14
- Software with only fictional subject headings are classed in 649.58.
- Software games with no educational subject headings are classed in 794.8.

MUSICAL CLASSIFICATION

The Library District uses the **092** tag for musical sound recordings.

Subfield **a** contains the music genre designation as based on the Form of Composition Code. Subfield **b** of the **092** tag contains the main entry. This field can be up to seven (7) characters, including spaces, which will normally be the Composer, Performer or Group. Any leading articles, when present, are not included in the main entry. The main entry must be in uppercase letters. A blank space is added as appropriate between multi-part artist names or titles from the main entry.

EXHIBIT 3
MEDIA PROCESSING REQUIREMENTS

The information in this Document (revised August 2003) is meant to represent current Maricopa County Library District requirements for physical processing of media materials for the District's collection. An attempt has been made to be thorough, but additions, changes, and adjustments may be necessary.

GENERAL PROCESSING REQUIREMENTS:

CASES

- ❖ Original packaging (cases) is to be replaced when:
 - Original case is a hard brittle plastic (commonly called jewel case)
 - Original case is not appropriate for the heavy use of a public library
 - Original case does not securely contain the material
- ❖ Original packaging (cases) is used when appropriate to strength needed to withstand heavy use in a public library setting.
- ❖ All cases have outside sleeve for display of graphics (front, back, and spine)

COVERS (the GRAPHIC)

- These materials (graphics) are used for the physical processing. It may be necessary to cut the original packaging to form front cover, spine, and back cover. At times it may be necessary to photocopy graphics to form the covers. With CD Music, the "Liner Notes" booklet or materials are used to form the case's front graphic.
- Once completely processed, the "Graphic" is placed in the case sleeve to form the cover (front, spine, and back).
- The EXCEPTION to this is single music cassette tapes where processing is always applied to the case.

The Library District places the following on MCLD items:

OUTSIDE FRONT of GRAPHIC [cover] (print side)

MCLD Barcode
Maricopa County Library District / Caution Heat label (with the appropriate branch indicator)
Contents label when appropriate for multi-part items

MUSIC ONLY - FRONT of Printed "Liner Notes" Booklet/Material [cover] (print side) –

Music Genre label

INSIDE BACK of GRAPHIC [cover] (non-print side)

RFID tag – applied and encoded for five (5) of MCLD's facilities:
Fountain Hills / Litchfield Park / North Central / Northwest / Southeast
Other branches may be added in future

OUTSIDE SPINE of GRAPHIC [cover] (print side)

Call Number label – NOT applied to musical sound recordings or "fiction" DVDs
Age Level label (only for juvenile and young adult collections)
Other labeling as needed :

- Closed caption label
- Rated R label
- Dubbed label – for VHS only
- Subtitled label – for VHS only
- Language label or Espanol label when appropriate

INSIDE SPINE of GRAPHIC [cover] (non-print side)

Anti-Theft device centered in spine area

MEDIA PROCESSING REQUIREMENTS – page 2

GENERAL PROCESSING REQUIREMENTS:

On the ITEM –

- Maricopa County Library District label (rectangular or donut-style as appropriate to item)
- Protective Overlay (scratch protection) to Discs -- DVDs do NOT receive

ACCOMPANYING BOOKLET/MATERIAL – when present

- Maricopa County Library District label

UNUSED SLOTS for Cassettes and Discs in Multi-Part Items

- Intentionally Blank label

FOR EACH ITEM IN THE KIT:

- Appropriate Maricopa County Library District label (rectangular or donut-style as appropriate)
- Kit Designator label
- Other processing as appropriate to contents
 - If CDs, CD-ROMs, DVDs, VHS cassettes, and/or audio cassettes are included in the KIT –
 - Discs and/or Cassettes in a kit are placed in soft plastic or other appropriate case that will fit inside the KIT box.

Specific Format Requirements -Single Audio Cassette (Music)

Due to the small size of the case processing is somewhat different from all other formats.

- Because the printed material with this format is often multi-paneled and intended to be removed and read with these materials, the processing is applied to the case.
- Sequence of placing labels onto case is important due to the small size and overlap of some labels.

BACK of CASE (outside)

- MCLD Barcode label
- RFID tag (applied and encoded) – currently for 5 facilities
- Maricopa County Library District / Caution Heat label (with the appropriate branch indicator)
- Label Protector over Barcode label

FRONT of CASE (outside)

- Music Genre label

SPINE of CASE (outside)

- Age Level label (only for juvenile and young adult collections)
- Label protector covering the Age Level label and Music Genre label

SPINE of CASE (inside)

- Anti-Theft device

On the CASSETTE

- Maricopa County Library District label

PRINTED BOOKLET/MATERIAL (Cover or Liner Notes information)

- Maricopa County Library District label